

THE OPEN DOOR

Terms and conditions

The Club:

The Open Door was established in 1984 to provide a meeting place in Basel for English-speaking parents and their young children. This self-supporting organization offers a variety of activities for families with pre-school children.

The Open Door is a non-profit making club run by a committee of volunteers. The committee handles all the club administrative functions. Our income comes from membership subscriptions, playgroup fees and occasional fund-raising activities. It goes to cover our overheads which include: rent, utilities, insurance, equipment maintenance, supplies, playgroup leader wages, etc.

The Open Door's survival depends on the support and contribution of its members. All members are encouraged to get involved. We welcome help organizing parties and activities for the children (and parents) and we are delighted to welcome new members to the committee. Committee members are elected each year at an Annual General Meeting.

Membership of the Open Door entitles you to:

- access to Parent/Toddler sessions,
- a place in a playgroup for each child if one is available, or a place on the waiting list,
- free use of the room, when available, for any event you organize for members (non-profit making),
- the bi-monthly newsletter,
- attendance at social functions, including a yearly Halloween party, Christmas party and Easter Egg hunt.

Open Door Membership Registration:

To become a member of the Open Door it is very important that you complete the enclosed Member Information Sheet and return it to: The Open Door, Zwingerstrasse 20, 4053 Basel, Attn: Treasurer. Please also complete the enclosed Einzahlung Giro form and pay your membership fee.

Charges:

Membership:	CHF 65.- per year, renewed on 1 st August. Half-year membership is available only to those who join <u>after</u> 1 st January and costs CHF 32.50.
2 year old playgroup:	CHF 28.- per session (billed by 3 term payments)
3 year old playgroup:	CHF 33.- per session (billed by 3 term payments)
Structured group-morning:	CHF 39.- per session (billed by 3 term payments)
Structured group-afternoon:	CHF 33.- per session (billed by 3 term payments)
Structured group-evening:	CHF 21.- per session (billed by 3 term payments)
Parent/Toddler:	CHF 5.- per session

Parent/Toddler Sessions:

The Open Door runs Parent/Toddler sessions weekly. For the current timetable please consult the enclosed newsletter or look at our website. Parents are invited to come with their babies, toddlers and pre-school children to enjoy coffee and conversation while their children play in a safe environment with an ample supply of age-appropriate toys. A small snack is provided for the children. Each session costs CHF 5.--.

These sessions are valuable for finding playmates for your children, meeting other English-speaking families, and learning about the ins and outs of living in Basel. They are also a nice social activity for those who already know their way around. Parent/Toddler sessions are the backbone of the Open Door as they allow the children and their parents to gradually feel comfortable with one another and with the room so that the progression to playgroup is a smooth and happy experience.

Playgroups and Structured Groups:

The Open Door runs playgroup sessions for 2-3 and 3-4-years old, and structured groups for 4 years old and upwards. Playgroup sessions last for up to three hours, depending on the session, and are held daily during the Swiss school term.

Children aged 2-3 meet for two and a half hours and do arts and crafts, sing, play and have a snack together during playgroup. These groups have a maximum of 10 children and are supervised by two playgroup leaders.

Children aged 3-4 meet for three hours and do much the same as the younger children, but are encouraged to be more independent. These groups have a maximum of 12 children and are supervised by two playgroup leaders.

Structured groups for children aged 4+ begin to introduce letters and numbers. As the children get older they work on reading, writing and English grammar. These groups have a smaller number of children, are supervised by one playgroup leader and meet for two and a half hours. For the current group timetable please consult the enclosed newsletter or look at our website.

WE DO NOT TEACH ENGLISH. In the playgroups, up to a **MAXIMUM** of 20% may be **NON MOTHER TONGUE** English speakers, but these children should have a basic understanding of English to ensure that it is an English-speaking group.

To apply for a place in a playgroup or structured group, please call the Open Door on 061-361 1710. Leave a message on the answering machine and the Playgroup Coordinator will call you back. She will then register your child in the most appropriate playgroup according to age if a place is available; otherwise she will place your child on the waiting list. **You must pay the Open Door membership fee and give in a completed insurance form before your child starts in a group.**

Billing and Payment Policies, PLEASE READ CAREFULLY:

There are three terms. The first term is August to December. This bill will be due 30 days after the start of the term. The last two terms require pre-payment. The second term is from January until Easter and the third term is from Easter until the summer holidays. These bills will be mailed to you at least 30 days prior to the due date. Any fees not received in our Post account prior to the due date will incur a reminder letter which must be paid within 10 days at the latest, or you may be asked not to bring your child to their next session.

There are no refunds for missed sessions or children leaving mid-term. You are required to give four weeks' notice of your intention to take your child out of a group, prior to the end of the current term or you will be billed for the following term. We offer a 10% sibling discount for families with two or more children in groups. The discount will apply to the younger child only.

The Open Door is a Club (not a business) and our survival depends on your prompt payment of fees/payments which you incur.

Insurance:

Insurance for anything that might happen to your child during Playgroup (or a Parent/Toddler session) is your responsibility. Please complete the Medical/Insurance Form and return it to your playgroup leader as soon as your child joins a playgroup. **A child will not be admitted to a playgroup until the form is fully completed and returned.**

Please inform your playgroup leader if your child has any allergies or unusual medical conditions.

OPEN DOOR MEMBER INFORMATION SHEET

PLEASE PRINT WITH BLOCK LETTERS

Today's date: _____

Mother (first name, last name): _____

Mother's place of employment: _____

Father (first name, last name): _____

Father's place of employment: _____

Family postal name and address: _____

Tel. no: _____ Mobile tel. no: _____

E-mail address: _____

Which Open Door activities would you like to be involved with?

To be put on the playgroup waiting list call 061-361 1710; leave a clear message. The Playgroup Coordinator will call you back.

Names, birth dates, and sexes of your children:

_____	_____ d/m/y _____	F	M.
_____	_____ d/m/y _____	F	.M.
_____	_____ d/m/y _____	F	.M.

How did you find out about the Open Door? _____

Membership Fee: A yearly membership costs CHF 65.- and is renewed each 1st August.

Half-year membership is available only to those who join after 1st January and costs CHF 32.50. Please indicate your selection below:

Full year (1st August – 31st July) CHF 65.00 _____

Half year (1st January – 31st July) CHF 32.50 _____

IMPORTANT: Please complete THE GIRO FORM, INFORMATION SHEET AND THE BILLING AND PAYMENTS POLICIES SHEET ENCLOSED. Your membership cannot be registered without your information details. Pay your membership fee, complete the Member Information Sheet and TURN OVER AND SIGN THE SECTION ON BILLING AND PAYMENT POLICIES. Finally please send to:

The Open Door, Attn: Treasurer
Zwingerstrasse 20, 4053

Thank you, the Open Door Committee

For office use only:

Date Payment received by Treasurer: _____

Date Entered in Membership Database: _____

THE OPEN DOOR

Billing and Payment Policies, PLEASE READ CAREFULLY:

There are three terms. The first term is August to December. This bill will be due 30 days after the start of the term. The last two terms require pre-payment. The second term is from January until Easter and the third term is from Easter until the summer holidays. These bills will be mailed to you at least 30 days prior to the due date. Any fees not received in our account prior to the due date will incur a reminder letter which will say that outstanding fees must be paid within 10 days at the latest, or you may be asked not to bring your child to their next session.

There are no refunds for missed sessions or children leaving mid-term. You are required to give four weeks' notice of your intention to take your child out of a group, prior to the end of the current term or you will be billed for the following term. We offer a 10% sibling discount for families with two or more children in groups. The discount will apply to the younger child only.

The Open Door is a Club (not a business) and our survival depends on your prompt payment of all the fees/payments which you incur.

Please sign and date this sheet once you have read and understood our terms and conditions.

Name _____

Signature _____

Place/date _____

How to Find Us

We are conveniently located in the Gundeli area of Basel and can be reached by trams 15 (Tellplatz), 16 (Solothurnerstr.), 10 and 11 (both at Peter Merian) and by bus 36 (Bruderholzstr.). The • on the map indicates a tram or bus stop. If you drive, there is limited street parking. There are, however, two car parks close by: P1 indicates a Migros car park, and P2 a Coop car park.

